

16 August 1963

MEMO FOR THE RECORD

SUBJECT: NIS Dissemination

1. A meeting on subject was held in Alcott Hall 1000 - 1115 hours this date. The following were present:

Mrs. [REDACTED] 25X1A9a
Chief, Circulation Branch, OCR Library
Mrs. [REDACTED] 25X1A9a
Chief, Documents Section, Circulation Branch, OCR Library
Miss [REDACTED] 25X1A9a
Documents Division, Release Unit, OCR Library
Mr. [REDACTED], Chief, Records Center
Mr. [REDACTED] " "
Mr. [REDACTED] Printing Services Division/CL
Mr. [REDACTED] Deputy Chief/D/P/BI
Mr. [REDACTED] /BI 25X1A9a
Mr. [REDACTED] (Chairman)

2. The chairman stated the purpose of the meeting: examination of dissemination problems that may arise because of changes in the NIS program, initiated some two years ago and now becoming apparent. Users would need to know, for example, that the General Surveys, as they become available, are sent to requestors asking for Chapter I.

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3. Mr. [REDACTED] then explained that the new General Survey, the production unit now replacing the Chapter I (Brief), will be the primary unit of NIS coverage. Produced at a much more rapid rate than the Chapter I -- 18 in FY 64 and a possible 30 in FY 65 -- the General Survey will provide basic coverage for all NIS areas on a 3-4 year maintenance cycle. These primary units, somewhat more comprehensive than the Chapter I, will be supplemented by the more detailed topical coverage, produced only on a highly selective basis. In this connection, the discontinuance of the KP and Chapter IX as active production units and the significant reduction in Chapter V coverage were discussed. In stressing the evolutionary nature of the NIS re-orientation, it was pointed out that in 1961 the NIS Committee, in response to user demand for more rapid initial coverage and more timely maintenance, decided that Chapter I would be the only NIS coverage on certain 'stopgap' areas. This was the forerunner of the action establishing the General Survey.

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4. The call for questions was responded to by all participants and resulted in several suggested further actions:

a) The library wants extra copies of the new covers together with an explanatory memo to accompany the appearance of the General Survey on Panama and whatever section carries the new cover.

b) If the General Survey is to supply the only basic coverage on certain of the former Chapter topics, the inside cover of the Annual Production Status Report should spell out the section topics included in the General Survey. This suggestion, made by the library, was endorsed by the Records Center.

c) The Records Center repeated its previously expressed opinion that consolidated chapters result in users often being sent material they did not ask for, and the consolidated chapters would not have to be retained on the shelves until the last of their components was superseded.

d) The user question, "what happened to the Roman I?" led to a general discussion of abolition of the other chapter titles. The library indexers never use the Roman numerals. The Records Center does not, and no one seemed to see much need for the word "Chapter" or the Roman numeral accompanying it.

e) The Printing Services Division, eagerly seconded by most of the other participants, recommended a consolidated control number adjacent to the NIS number on the outside of the cover so that the user or requestor does not have to hunt through various symbols inside the book to find out how to index requests or file the NIS. They seemed to like something similar to what we discussed before; that is, 4.1 or 4/i which was viewed with modified rapture by the NIS Committee.

f) The Records Center and MacGillivray, anticipating heavier demand for the General Surveys and wishing to avoid re-runs, agreed that 200 or more copies, depending on the importance of the area, would be sent to Records Center for storage rather than the 175 - 185 now sent.

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DAD/BI

O - Subject file

1 - Ch/D/E

1 - Ch/D/P